

## **DEPARTMENT FOR THE AGING**

Copies of the following documents may be viewed during regular workdays from 9:00 a.m. until 5:00 p.m. in the office of the Department for the Aging, 1610 Forest Avenue, Suite 100, Richmond, VA 23229. Copies may be obtained free of charge by contacting Janet James at the address above, telephone (804) 662-7049, FAX (804) 662-9354, or e-mail [janet.james@vda.virginia.gov](mailto:janet.james@vda.virginia.gov).

Questions regarding interpretation or implementation of these documents may be directed to Janet James at the address above, telephone (804) 662-7049, FAX (804) 662-9354, or e-mail [janet.james@vda.virginia.gov](mailto:janet.james@vda.virginia.gov).

### **Guidance Documents:**

Aging Services – State Plan for Aging Services: October 1, 2007 - September 30, 2011, effective October 1, 2007, implementing Title III and Title VII of the Older Americans Act of 1965 (as amended), § 2.2.703 A3.

Care Coordination – Care Coordination for Elderly Virginians, Policies and Procedures Manual, January 28, 2004.

Caregiver Support Program – National Family Caregiver Support Program Guidelines, implementing Title III-E of the Older Americans Act of 1965 (as amended 2006), Sections 306(a)(4)(A)(i), 306(a)(4)(B)(i)(I), 372(3), 373, and interpreting 22 VAC 5-20-250, revised December 14, 2007.

Client Appeals – Guidelines for a Client Appeals Process for Services Provided Under the Older Americans Act, implementing Title III and Title VII of the Older Americans Act of 1965 (amended), Section 306(a)(10) and Section 307(a)(5)(B), issued July 30, 2002. Title III-D Interim Guidelines, Issued March 2001, revised February 24, 2004.

Cost Sharing – Cost Sharing/Fee for Service Policy, implementing Title III and Title VII of the Older Americans Act of 1965 (as amended), Section 315(a)(2), 315(a)(5), 315(c)(1), 315(c)(2), 315(a)(6) and 315(b)(4)(A); interpreting 12 VAC 5-200-110, 22 VAC 5-20-390, revised May 29, 2007.

Procurement Guidelines – Minimum Procurement Guidelines, issued June 1, 2003

Senior Employment – Senior Community Services Employment Program State Plan for Program Years 2008-2011.

Service Standard - Title III and Title V Service Standards, revised October 1, 2003, interpreting 22 VAC 5-20-80.

Service Standard – Congregate and Home Delivered Meals, effective 10/1/09.

Service Standard – Legal Assistance funded by Title III-B of the Older Americans Act,  
revised 1/1/09.

Virginia Long-Term Care Ombudsman Program Policies and Procedures Manual,  
revised September 30, 2003.